



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

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TTY 401-222-3700

Fax 401-222-2968  
[www.preservation.ri.gov](http://www.preservation.ri.gov)

## **SEASONAL CLERICAL SUPPORT AIDE II POSITION AVAILABLE**

The RI Historical Preservation and Heritage Commission is currently searching for a candidate to fill a vacant Seasonal Clerical Support Aide II position.

This job entails providing clerical support including but not limited to filing, answering and directing phone calls, scheduling, typing, photocopying, entering information into databases, creating Excel spreadsheets and Word documents, etc. Experience working in a professional environment and the ability to comprehend complex instructions required.

This job is for 19 hours per week and will last for 14 weeks. The hours are Monday – Thursday 12:00 – 4:00 and Friday 1:00 – 4:00. The hourly rate is \$9.60 per hour (no fringe benefits). The state is an Equal Opportunity employer.

Please complete the CS14 application and return to the above mentioned address, attention Joyce E. Gervasio or email to [joyce.gervasio@preservation.ri.gov](mailto:joyce.gervasio@preservation.ri.gov) .